



OPENLINE Frequently Asked Questions

If you wish to report a business conduct concern, you may complete a report on here on the OPENLINE website, or you may call the OPENLINE hotline and speak with a specialist in the EthicsPoint Contact Center. Regardless of which option you select, you will have the option to remain anonymous if you so choose, except in countries that prohibit anonymous reporting. The number you should use to contact the telephone hotline can vary by country. In most cases, Paramount offers a telephone number you can call with no cost to you. Note the hotline may initially be answered in English. The specialist who answers your call will arrange for a speaker fluent in your native language if you would prefer to report your concern in a language other than English. Contact Center Specialists are available 24 hours a day.

Why should I report what I know?

As Paramount employees, we all have an obligation to speak up if we suspect or encounter instances of misconduct. Your willingness to report will help us to investigate and address a problem you may be facing in the timeliest and most appropriate manner possible. Doing so will also ensure we maintain a culture of open and honest communication that fosters creativity spurs company improvements that will strengthen our overall performance. Should I report my concern through

Should I report my concern through OPENLINE or to my manager or human resources representative?

First, consider whether you are comfortable raising your concern directly to your manager, department head, HR representative or any of Paramount's Compliance Officers or lawyers. If you are uncomfortable reporting your concern, do not know whom to contact, believe your concern has not been satisfactorily addressed, or wish to remain anonymous, please proceed with filing a report through OPENLINE.

What if this is an emergency?

Concerns about an immediate threat of physical harm or damage to property should not be reported through OPENLINE. If you require emergency assistance, please contact your local emergency services.

May I report my concern anonymously?

In all countries except those that prohibit anonymous reporting, you may report your concern anonymously by using either the web-based OPENLINE form or the OPENLINE telephone hotline. When you complete the report submission process, you will be provided with a report key and asked to create a password. Retain these to follow up on the report you submitted. When you check back, you can monitor the progress on your concern and add additional information, if necessary. This will also allow Paramount to ask follow-up questions, while protecting your anonymity if applicable.

If you choose to identify yourself in reporting your concern, Paramount will treat your report as confidential to the greatest extent possible. Many investigations can be more quickly and effectively completed when the reporter is identified because it allows company investigators to follow up directly with the reporter.

Does management really want me to report?



We certainly do! In fact, we need you to report. Your willingness to report a problem or concern translates into an opportunity for Paramount to improve. Reporting a concern can minimize the potential negative impact on employees, the company and our customers, and, most importantly, help to alleviate a difficulty you might be facing. Also, offering input may help identify issues that can improve corporate culture and the company's overall performance. If you observe or suspect a violation of Paramount policy or of the law, as an employee, you have the obligation to speak up. Please do not assume that someone else is going to raise the concern. Unless you speak up, Paramount may not have the chance to investigate and address the situation.

How can I monitor progress on my concern?

At the end of your report, you will be provided with a report key and asked you to create a password. With those two pieces of identification, you can follow up on the report by visiting the OPENLINE Internet portal or contacting the OPENLINE hotline. You may need to wait several days after you make your initial report, at which point you can monitor progress on your report and learn whether any additional information is needed from you to address your concern.

What should I do if I lose my report key or password?

Because of the high level of confidentiality that is maintained for reports, if you lose your report key or password, you will be required to file a new report. You can mention in the new report that this matter relates to another report you supplied earlier.

How does Paramount investigate concerns?

OPENLINE notifies designated Paramount representatives when a concern is received. As appropriate, Paramount then commences an appropriate investigation, using internal or external resources with expertise in conducting investigations. The information in your report is shared with appropriate investigation team members, and the concern is investigated promptly and discreetly.

What if I face retaliation?

Paramount strictly forbids any retaliation against any person who reports a concern. Reports made in good faith will not expose you to any sanctions, regardless of whether the underlying facts prove to be correct or result in any corrective action. If you believe you have faced retaliation of any kind, please report it so that Paramount can investigate.

What is EthicsPoint and what is their role?

EthicsPoint is an independent company that provides the comprehensive and confidential reporting tool we call Paramount OPENLINE to enable management and employees to work together to address fraud, abuse, and other misconduct in the workplace. Through EthicsPoint, the Paramount OPENLINE system:

- Provides confidential telephone and web-based options for reporters to submit concerns about business conduct;
- Protects the identity of reporters who wish to remain anonymous;
- Provides translation services for those reporters who wish to report in languages other than English;
- Transmits information about the concern to designated resources within Paramount responsible for ethics and compliance so an appropriate investigation can be conducted; and
- Enables communication between an anonymous reporter and Paramount by serving as an intermediary that can relay follow-up questions and answers, as well as information about the resolution of the case

Paramount



How does EthicsPoint maintain confidentiality?

EthicsPoint does not trace phone calls or use functionality such as Caller ID. In addition, EthicsPoint does not generate or maintain Internet connection logs containing Internet Protocol (IP) addresses; no information linking you or your computer to EthicsPoint would be available if you choose to make a report. Reports from a computer would come through a secure Internet portal that does not trace or pass along any other information, such as user screen names or the like.

Where does my report go? Who can access it?

Reports are entered directly on EthicsPoint's secure servers to prevent any possible breach in security. EthicsPoint makes these reports available only to specific individuals within Paramount who are charged with evaluating the type of violation and location of the incident and ensuring that an appropriate investigation is conducted. Individuals receiving these report recipients have had training in keeping these reports in the utmost confidence.